

# Contact Us Web Part

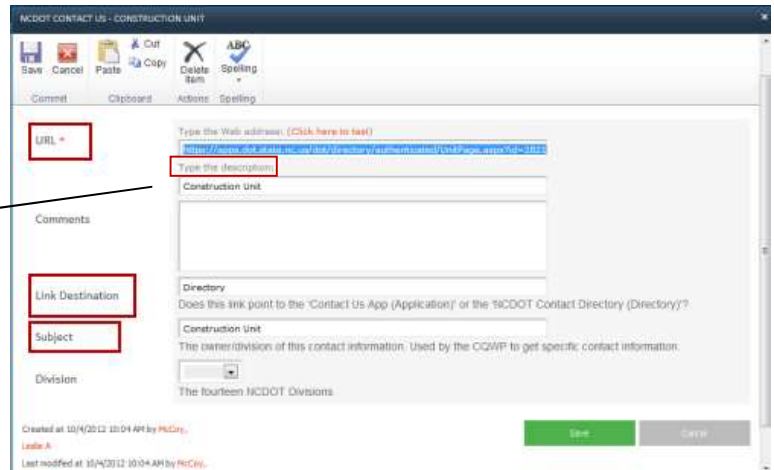
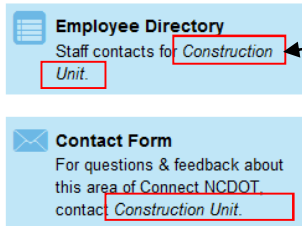
The Contact Us web part is used to create a link to the DOT Directory. Before adding this web part links to the directory and form, if a form is available, need to be added to the [NCDOT Contact Us](#) links list.

Navigate to the **NCDOT Directory** find your department and copy the link.



## Adding Links to NCDOT Contact Us

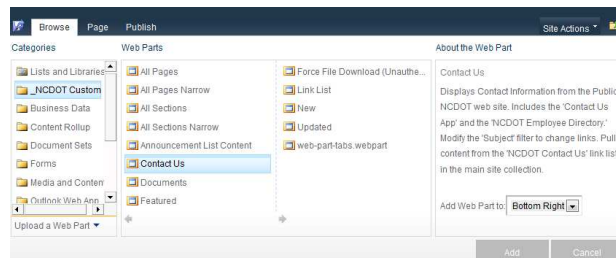
1. Click on **Add New Link** in the NCDOT Contact Us links list.
2. Enter the URL to the Directory or Form.
3. Type in the description this will be entered in the web part as noted in the image below.



4. In Link Description if the URL is a for the Directory, enter **Directory**. If the URL is for a Form, enter **Application**.
5. Enter a name in **Subject** this will be used to filter the content for the web part. Click Save.

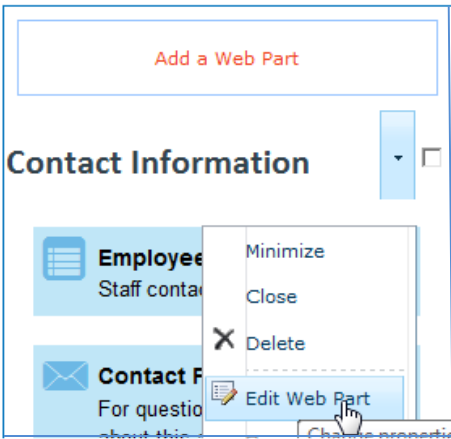
## Adding the Contact Us Web Part

Click on Add a Web Part on the page and select the Contact Us web part listed under **\_NCDOT Custom**. The web part will be added to the page with two sections **Employee Directory** and **Contact Form**.

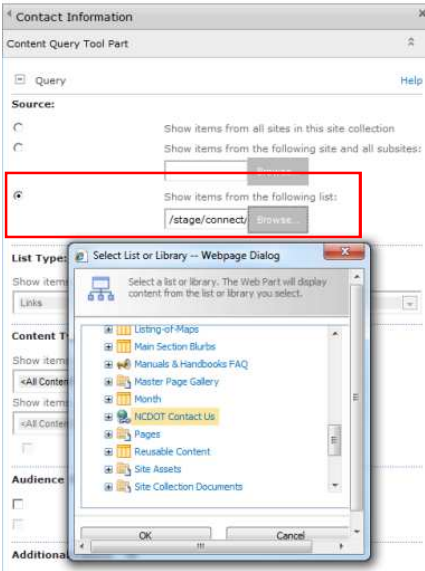


## Editing and Configuring the Web Part

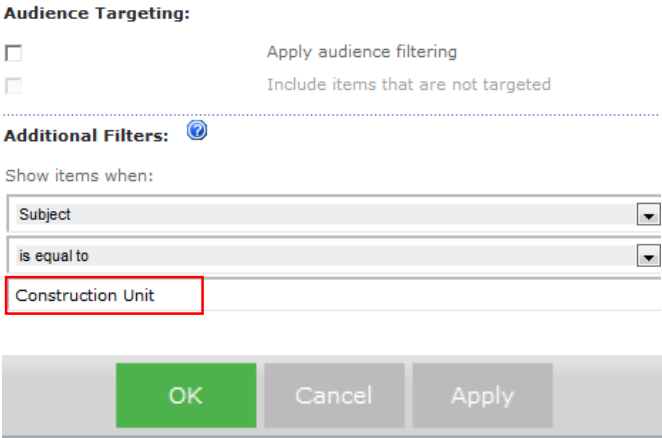
In the web part, click on the dropdown arrow then click on **Edit Web Part** to open the **Content Query Tool Part**.



In the Content Query Tool Part under Source select **Show items from the following list** navigate to and select the NCDOT Contact Us links list.



Under **Additional Filters** add the name that was entered in the Subject for the filter. This is the name entered in Step 5 under Adding Links to NCDOT Contact Us above.



Click on **Apply** and then **Ok** to save.

## Saving and Publishing Pages

- In order to view the page with the web parts. Click on either Save & Close (this will save the changes but the page will remain Checked Out). Click on Check In when the changes are complete.
- Fill in comments and then click Continue. The page is now checked in and ready to publish.
- To publish the page to production click on the Publish tab and then click on Publish. The time from Publish to Production is about 45 minutes.

